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## **Project Management Lessons Learned Charter**

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### **Background**

DOE Order 413.3 requires the reporting of lessons learned for all projects in the Critical Decision process. A broader dissemination of these lessons learned is the responsibility of the Office of Engineering & Construction Management.

### **Purpose**

The Project Management Lessons Learned (PMLL) Guide will identify the primary methods by which the DOE project management teams can generate and obtain Lessons Learned information pursuant to implementation of DOD O 413.3A. The PMLL Guide is applicable to all DOE projects, regardless of cost or level of effort. This Guide is one of a number of tools that will be used to improve the performance of DOE projects by ensuring the availability of the most current information on issues that can damage or improve project performance. In addition to the processes for collection and dissemination for application of Project Management Lessons Learned, this guide will outline the best known practice generation methodology. Furthermore, the Guide will provide a method of reviewing projects to ensure that the Lessons Learned have been implemented for ongoing projects.

### **Scope**

Effective Lessons Learned programs will have a user friendly process for identification and dissemination of information for routine items and a method for communicating emerging items. The Guide will provide a method of:

- Identifying Lessons Learned
- Documenting Lessons Learned
- Disseminating Lessons Learned
- Archiving Lessons Learned
- Integrating Lessons Learned into Project Management

The scope of the guide will encompass the basic framework to an effective Lessons Learned program through the description of identification, documentation, dissemination, archival and integration of Lessons Learned. In addition, specific resources available for an effective Lessons Learned program such as the Project Management Lessons Learned database will be included.

### **Key Interfaces and Dependencies**

This Guide is intended to be utilized in conjunction with DOE Order 413.3A as well as:

- DOE-STD-7501-99
- Site Specific LL Standard

**Team Membership, Roles & Estimated Resource Requirements**

Individual	Organization	QA Guide Oversight Team	QA Guide Writing Team	Estimated Level of Effort*
Thad Konopnicki (Sponsor)	NNSA			
Mike Hickman (Team Lead)	NNSA	X	X	.15 FTE
Mark Sueksdorf (EFCOG Lead)	Lawrence Livermore National Laboratory	X	X	.05 FTE
Victoria Pratt	NNSA	X	X	.25 FTE
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Roke D. Muna	SSO	X	X	.05 FTE
Thomas Evans	EM-53	X	X	.05 FTE
Pramod Mallick	EM-53	X	X	.05 FTE

**Schedule**


This guide will be developed, reviewed through two drafts, coordinated through the REVCOM process (after Steering Committee approval) and published by **January, 2008**. A detailed schedule (plan of action and milestones) will be updated monthly and provided to OECM.

**Assessment of Draft Charters for OECM Guides**  
**OFFICE OF SCIENCE RECOMMENDATIONS**

<b>Guide</b>	<b>Guide Topic</b>	<b>Lead Org.</b>	<b>SC Recommendations</b>
DOE G 413.3-1	Management of Design and Construction	NA	(no recommendations)
DOE G 413.3-2	Quality Assurance	MA	(no recommendations)
DOE G 413.3-3	Safeguards and Security	HS	(no recommendations)
DOE G 413.3-4	Tailoring	NA	Jehanne Simon-Gillo, DOE/SC, 301-903-1455 <a href="mailto:jehanne.simon-gillo@science.doe.gov">jehanne.simon-gillo@science.doe.gov</a>
DOE G 413.3-5	Performance Baseline Development and Management	SC	Steve Meador, DOE/SC, 301-903-2490 <a href="mailto:stephen.meador@science.doe.gov">stephen.meador@science.doe.gov</a> Bill Cahill, DOE/OR, 865-241-4830 <a href="mailto:cahillwj@ornl.doe.gov">cahillwj@ornl.doe.gov</a> Dian Hatton, BNL, 631-344-5073 <a href="mailto:dhatton@bnl.gov">dhatton@bnl.gov</a>
DOE G 413.3-6	High Performance Sustainable Building	HS	John Yates, DOE/SC, 301-903-8435 <a href="mailto:john.yates@science.doe.gov">john.yates@science.doe.gov</a>
DOE G 413.3-7	Risk Management	EM	Mike Shay, PNNL, 509-375-6504 <a href="mailto:mike.shay@pnl.gov">mike.shay@pnl.gov</a> Barb Thibadeau, ORNL, 865-241-8095 <a href="mailto:bthibadeau@ornl.gov">bthibadeau@ornl.gov</a>
DOE G 413.3-8	EM Clean-Up Projects	EM	(no recommendations)
DOE G 413.3-9	Project Reviews	MA	Stephanie Short, DOE/SC, 301-903-2420 <a href="mailto:stephanie.short@science.doe.gov">stephanie.short@science.doe.gov</a> Steve Tkaczyk, DOE/SC, 301-903-3288 <a href="mailto:steve.tkaczyk@science.doe.gov">steve.tkaczyk@science.doe.gov</a>
DOE G 413.3-10	Earned Value Management	MA	Tom Brown, DOE/SC, 301-903-6827 <a href="mailto:thomas.m.brown@science.doe.gov">thomas.m.brown@science.doe.gov</a>
DOE G 413.3-11	Project Management Lessons Learned Process	NA	Casey Clark, DOE/SC, 301-903-5451 <a href="mailto:casey.clark@science.doe.gov">casey.clark@science.doe.gov</a>
DOE G 413.3-12	Cost Estimating	NA	Kin Chao, DOE/SC, 301-903-4116 <a href="mailto:kin.chao@science.doe.gov">kin.chao@science.doe.gov</a>
DOE G 413.3-13	Acquisition Strategies	MA	Kin Chao, DOE/SC, 301-903-4116 <a href="mailto:kin.chao@science.doe.gov">kin.chao@science.doe.gov</a>
DOE G 413.3-14	IT Projects	IM	Vince Dattoria, DOE/SC, 301-903-9560 <a href="mailto:vince.dattoria@science.doe.gov">vince.dattoria@science.doe.gov</a> Dave Goodwin, DOE/SC, 301-903-6474 <a href="mailto:dave.goodwin@science.doe.gov">dave.goodwin@science.doe.gov</a>

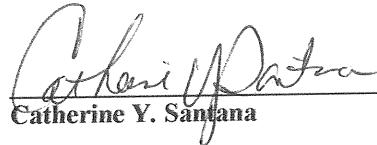
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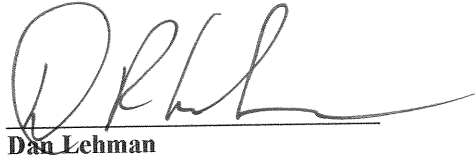
O 413.3A Guide  
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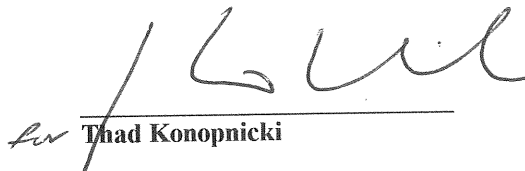
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